APPLICATION PROCESS

A Guide to Employment in Missouri State Government

There are sixteen executive departments within Missouri State Government and nine of those departments use the same application process "The Merit System." The Merit System is managed by the Office of Administration, Division of Personnel, located in Room 430, Truman Building, 301 W. High Street, Jefferson City, MO 65101. The Merit System departments select a majority of their employees through a cooperative selection system. The Division of Personnel also provides applicant information including:

- Current Job Opportunity Announcements
- Job Descriptions
- Eligibility Determinations
- · Department Mailing Address
- Agency Locations By County

What are the names of the Merit System
Departments?

- 1. Office of Administration
- 2. Department of Corrections
- 3. Department of Health
- 4. Department of Mental Health
- 5. Department of Natural Resources
- 6. Department of Social Services
- 7. Department of Economic Development

Missouri Housing Development Commission

Division of Job Development & Training

Office of Public Counsel

Division of Tourism

8. Department of Labor and Industrial Relations

Administrative Operations Division

Division of Employment Security

Industrial Inspection Section of the Division of Labor Standards

9. Department of Public Safety

State Emergency Management Agency

Veterans Commission/Homes

Missouri State Water Patrol

Missouri Capitol Police

What are the names of the non-Merit System Departments?

- 1. Department of Agriculture*
- 2. Department of Conservation
- 3. Department of Economic Development*
- 4. Department of Elementary and Secondary Education
- 5. Department of Higher Education
- 6. Department of Insurance*
- 7. Department of Labor and Industrial Relations*
- 8. Department of Public Safety*
- 9. Department of Revenue*
- 10. Department of Transportation

*Use same application as Merit System

How do I apply for jobs in the Merit System Departments?

Complete the application form and the "Supplemental Application." Each applicant for a Merit System position IS required to complete BOTH the application and the supplemental application. Forward the ORIGINAL of both forms along with transcripts, veterans' preference proofs, teaching certificates and other supporting documentation to:

Division of Personnel Room 430 Truman Building 301 W. High Street P.O. Box 388 Jefferson City, MO 65102

How do I apply for jobs in the non-Merit System Departments?

Each of the non-merit departments has its own separate employment process; however, as indicated above a number of those departments use the State of Missouri application which is also used to apply for merit examinations. Enclosed you will find a supplemental guide to employment for those non-merit departments who use the State of Missouri Application for Employment form. This guide gives specific information on how to apply for vacancies. For information regarding employment with the non-merit departments who do not utilize the State of Missouri application, please contact the individual department.

What happens after I submit my application to the Division of Personnel?

When your application is received, it will be reviewed for completeness and your eligibility will be established. You will be advised if additional information is needed or if you are ineligible. Eligibles will be scheduled for any required testing and an official admission card will be mailed to you approximately one week prior to the test date. If an examination is not required, the education and experience outlined in your application will be evaluated and a rating will be assigned. Your name will be added to the register when a passing score is sent to you. Once your name is on the register it may be sent to the agencies in grade order when they request a list of names from which to make an appointment. The individual agency may contact you to determine your availability or to schedule an interview. An agency may appoint from the top fifteen or fifteen percent of the available eligibles depending upon the size of the register.

GENERAL INFORMATION

Your application is a state agency's primary source of information about you when you apply. Be sure the application is complete, neat, and easy to read. Incomplete applications will be returned to you for completion. This will delay your consideration for a job.

It is wise to make additional copies of your completed application. Although you must submit an original application to the Division of Personnel to apply for jobs in Merit System agencies, the non-merit agencies will often accept a copy of your application. In addition, most applicants find it helpful to have a copy of their application for reference.

If you have applied through the Division of Personnel for jobs in the Merit System agencies, it is your responsibility to notify the Division of Personnel of any change in name, address, phone number, etc. If you have submitted an application to a non-merit agency, you should contact the agency if any of this information changes.

SUPPLEMENTAL GUIDE TO EMPLOYMENT WITH THE NON-MERIT DEPARTMENTS WHO USE THE STATE OF MISSOURI APPLICATION FOR EMPLOYMENT

Listed below is specific information on how to apply for employment with non-merit departments that use the common State of Missouri Application for Employment form. Please read this information carefully before completing and forwarding the application form to any of these departments since the individual department may have other forms which must be completed before an application can be processed.

DEPARTMENT OF AGRICULTURE: The Missouri Department of Agriculture is a non-merit uniform classification and pay (UCP) agency. Employment opportunities information may be obtained by contacting the Personnel Office, 1616 Missouri Boulevard, P.O. Box 630, Jefferson City, Missouri 65102. Telephone Number (573) 751-2493. Application may be made by submitting an original or copy of the State of Missouri Application for Employment form, along with an original Department of Agriculture Applicant Data/Consideration Form to the above address. The Agriculture Applicant Data/Consideration Form can be secured by contacting the department at the above address or telephone number. Applications will be maintained for up to one year in consideration for a maximum of seven separate job classifications.

DEPARTMENT OF ECONOMIC DEVELOPMENT: The Department of Economic Development is comprised of non-merit and merit divisions. Please refer to the section on Merit System Employment for positions in the Office of Public Counsel, Job Development and Training, Missouri Housing Development Commission and Tourism. Inquiries and applications for the following non-merit divisions: Administrative Services, Community and Economic Development, Credit Unions, Finance, Motor Carrier and Railroad Safety, Missouri Arts Council and Professional Registration are to be submitted via the State of Missouri Application for Employment form. General applications should be submitted to Room 680, Truman State Office Bldg., 301 West High Street, P.O. Box 1157, Jefferson City, MO 65102. Telephone number (573) 751-3916. Applications for specific positions must be submitted to the Division where the position is located. A resume specifying the position that is being applied for should accompany all State Applications.

Inquiries and applications for positions with the Public Service Commission are to be submitted directly to the Manager of Personnel, Missouri Public Service Commission, P.O. Box 360, Jefferson City MO 65102, or delivered to Room 840, Truman State Office Bldg., 301 West High Street, Jefferson City, MO 65101. Telephone Number (573) 751-7508.

DEPARTMENT OF INSURANCE: The Missouri Department of Insurance is comprised of five divisions. These divisions are: Office of the Director, Division of Consumer Affairs, Division of Financial Regulation, Division of Market Regulation and Division of Resource Administration. To apply for a position with the Department of Insurance submit a State of Missouri Application for Employment form and a Department of Insurance Applicant Data Consideration Form (may only apply for one position on each application) and return to Room 830, Truman State Office Building, or mail to Missouri Department of Insurance, P.O. Box 690, Jefferson City, MO 65102-0690. (573) 751-6798 or TTD (573) 526-4536. The Department of Insurance Applicant Data Consideration Form can be secured by contacting the Department at the above address or telephone number.

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS: The Missouri Department of Labor and Industrial Relations is composed of merit and non-merit divisions. If you are applying for positions within Department of Labor and Industrial Relations Administration, the Division of Employment Security, or the sections of Mine Safety and On-site Consultation in the Division of Labor Standards, please refer to the section on Merit System Employment. To apply for positions in the Wage and Hour section of the Division of Labor Standards, State Board of Mediation, Worker's Compensation, Governor's Council on Disabilities, Human Rights Commission, Labor and Industrial Relations Commission or the Director's Office, submit a State of Missouri Application for Employment form to Department of Labor and Industrial Relations, Attention Human Resources, P.O. Box 59, Jefferson City, Missouri 65104-0059.

DEPARTMENT OF PUBLIC SAFETY: The Department of Public Safety is comprised of merit and non-merit divisions. For the merit divisions (Missouri State Water Patrol, Missouri Veterans Commission/Homes, Missouri Capitol Police, and the State Emergency Management Agency), please refer to the section on Merit System Employment. To inquire about positions and application procedures within all other divisions (Office of the Director, Division of Highway Safety, Division of Fire Safety, Missouri State Highway Patrol, Division of Liquor Control, Missouri Gaming Commission, and the Office of the Adjutant General), information can be obtained at the Department of Public Safety, Office of the Director located in the Truman State Office Building, Room 870 or by contacting (573) 751-4905.

DEPARTMENT OF REVENUE: The Department of Revenue is a non-merit uniform classification and pay (UCP) agency. A Request To Be Considered Form indicating the specific position for which you wish to apply should be completed and returned with the State of Missouri Application for Employment form to Department of Revenue, Room 270, Truman State Office Building, 301 West High Street, P.O. Box 475, Jefferson City, Missouri 65102. The Request to Be Considered Form and information regarding vacancies can be secured by contacting the Department of Revenue at (573) 751-2010 or the above address. Applications will be maintained for six months.

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FOR AGENCY USE ONLY

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EXPERIENCE RECORD (PAID AND VOLUNTEER)

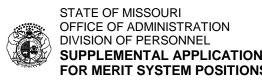
- List your work experience, starting with the most recent. If you have more than one job with the same organization, list each separately. The information you give in the "Duties" section is used to determine your qualifications. For those Merit System jobs which require an education and experience rating, this information is the basis for that rating. Incomplete descriptions may result in your not being qualified or in lower ratings.
- To describe additional experience or add more detail to the "Duties" section, complete a blank sheet of paper using the same format as used here
 and identify the job to which it relates. A RESUME MAY NOT BE SUBSTITUTED FOR INFORMATION REQUESTED BELOW.

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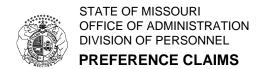
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1. The date, court,	and count	y location;								
The nature (type) of offens	e or violation (s	tealing, b	purglary, etc.);						
3. The penalty impo	osed (disp	osition)								
				atic bar to employment. Each case is considered on its individual merits;						
however, falsificatio	n of the ap	oplication will res	sult in dis	squalification. (Suspended execution of a sentence is a conviction.)						
B. Are you authorized	to work in	the U.S.?	☐ YE	ES 🗆 NO						
C. Are you willing to tra				ES NO						
O. 7410 you willing to tre	aver ii posi	tion requires it:								
REMARKS										
APPLICANT CERTIFIC	ATION									
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				f. I am aware that should investigation at any time disclose any such						
				ny application will be rejected, I will be dismissed from the service and, if						
applicable, my name w	ill be remo	ved from the Me	erit Syste	em register.						
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				e regarding my character, academic record or employment history, whether						
				cy, or the Department of Revenue or other motor vehicle regulatory agency						
				ssouri to examine, copy or receive any records pertaining to me regarding						
				agree to hold harmless any individual, partnership, corporation, educational						
institution or agency, its	officers,	agents and emp	loyees fr	om any liability for any damage whatsoever for issuing such information.						
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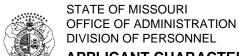


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☐ Cape Girardeau☐ Chillicothe☐ Columbia☐ Farmington☐ Hannibal☐ Jefferson City	☐ Joplin☐ Kansas City☐ Kirksville☐ Nevada☐ Poplar Bluff	☐ St. Lot☐ Sedali☐ Spring	uis a gfield	Biology Bookkeepin Chemistry Data Entry Fine Arts ar Home Ecor	nd Cra	s	Industrial Art Music Organized A Physical Edu Shorthand Typing	ucation
DO YOU REQUIRE ANY S		TIONS IN THE SCHED	ULING OR ADI	MINISTRATION	OF EX	AMINATIO	NS? IF YES, GIVE DETAIL	S
LIST TITLES OF MERIT E	XAMINATIONS FOR WH	IICH YOU HAVE PREV	/IOUSLY APPL	IED.				



Veterans' Preference and Parental Preference categories are explained below.

VETERANS' PREFERENCE (Applies to open competitive, not promotional examination of the competitive of the com	ations)								
If you are a citizen of Missouri who separated under honorable conditions with the a appropriate boxes as follows:	rmed forces of the United States, check the								
I am now a citizen of Missouri.									
I served on active duty for at least six consecutive months (unless released early as a result of a service connected disability or a reduction in force at the convenience of the government). Attach a copy of DD214 as proof. (5 points)									
I have satisfactorily completed at least six (6) years of service as a member of the reserves or National Guard. Attach appropriate supporting documents as proof. (5 points)									
I was called to active duty by the President and participated in a campaign or expedition for which a campaign badge or service medal has been authorized. Attach a copy of DD214 showing the award. (5 points)									
I receive compensation for a service connected disability. Attach a copy of DI months old from the Veterans Administration. (10 points)	0214 and current statement less than six								
I am a National Guard veteran who was permanently disabled as a result of active season. (10 points)	service to the state at the call of the governor.								
I am the spouse of a disabled veteran who is unqualified for state employment because of the service connected disability. Attach a current statement less than six months old from the Veterans Administration which states the current percentage and general nature of disability which prohibits your spouse from employment. (5 points)									
I am the unmarried surviving spouse of a disabled veteran or a person who was killed while on active duty in the armed forces of the United States or the National Guard as a result of active service to the state at the call of the governor. Attach copies of spouse's DD214 or casualty report and Death Certificate. (5 points)									
PARENTAL PREFERENCE (Applies to open competitive, not promotional examin	ations)								
A parental preference shall be given to persons who terminated state employment to care	for young children.								
I claim 5 points Parental Preference as described in the above paragraph. (If you c follow.) This preference shall be given only for persons who were full-time homema of ten and were not otherwise gainfully employed for a period of at least two years.									
1. GIVE THE NAME OF YOUR FORMER STATE AGENCY, YOUR TITLE, AND DATES OF EMPLOYMENT									
2. DID YOU RESIGN IN GOOD STANDING?									
2. DID YOU RESIGN IN GOOD STANDING? 3. GIVE THE FULL NAME THAT YOU WORKED UNDER									
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3. GIVE THE FULL NAME THAT YOU WORKED UNDER	DER THE AGE OF TEN								
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APPLICANT CHARACTERISTIC SURVEY

The following requested information is **VOLUNTARY** and in no way affects you as an individual applicant or your application for examination. This information will be used for federal reporting and research puposes only to find out how effective our recruitment efforts are in reaching all segments of the population and in providing equal employment opportunity.

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■ A.	What sex are you? 1. Male 2. Female							
■ B.	What is the highest level of education 1. 0 - 8 years 2. 9 - 12 years but not a high school 3. High school graduate (or passed 4. Post high school vocational or but 5. College, less than B.A. or B.S. de 6. B.A., or B.S., or comparable back 7. M.A., or M.S., or comparable ma 8. PhD, JD, LLB, or comparable pro 9. MD, or comparable professional	graduate GED test) siness school training egree nelor's degree ster's degree fessional degree						
■ C.	Of the following, of which racial/ethni							
			5. White 6. Other					
■ D.	What is your age? (Indicate the age	group in which you fall.)						
	2. 25-29 years		7. 65-69 years 8. 70 or more years					
■ E.	How did you learn about this merit sy	stem examination?						
	 Merit Examination Announcemer Missouri State Division of Employ Other state agency Friend State employee 	ment Security	6. Radio7. Television8. Newspaper or periodical9. School0. Other					
■ F.	Do you have a physical or mental disable considered in job placement? If you							
	2. Sight3. Hearing	1 -1 -2	9. Mental 0. Other					
RETURN THIS FORM TO THE								

Division of Personnel P.O.Box 388 JeffersonCity, MO 65102

WITH THE APPLICATION FOR MERIT SYSTEM EXAMINATION